



Advanced Research Projects Agency • Energy eXCHANGE User Guide for Applicants



eXCHANGE User Guide for Applicants
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United States Department of Energy
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Welcome to ARPA-E

ABOUT ARPA-E

The Advanced Research Projects Agency – Energy (ARPA-E) is an agency within the Department of Energy that has funded the development and deployment of transformational and disruptive energy technologies and systems since 2009.

ABOUT THE FUNDING OPPORTUNITY ANNOUNCEMENT (FOA) PROCESS

ARPA-E issues periodic FOAs, which are focused on overcoming specific technical barriers around a specific energy area. ARPA-E also issues periodic OPEN FOAs to identify high-potential projects that address the full range of energy-related technologies, as well as funding solicitations aimed at supporting America's small business innovators.

Applicants are required to submit their applications to ARPA-E through the Agency's online application portal, [ARPA-E eXCHANGE](http://arpa-e-foa.energy.gov) (arpa-e-foa.energy.gov). Submissions received through other means are deemed noncompliant and are not reviewed or considered.

ABOUT THIS GUIDE

This guide will assist applicants in using the ARPA-E eXCHANGE system to find information about current FOAs, submit applications to ARPA-E FOAs, receive feedback on those submissions, and review selection decisions.

NEED ASSISTANCE?

ARPA-E has published responses to [Frequently Asked Questions](http://arpa-e.energy.gov/faq) (arpa-e.energy.gov/faq) on its website.

Questions about a current FOA?

For FOA-specific questions, please check the [Current Funding Opportunities FAQ page](http://arpa-e.energy.gov/?q=faq/current-funding-opportunities) (arpa-e.energy.gov/?q=faq/current-funding-opportunities) to see if your questions has been answered previously.

If you do not see a response to your question, please send an email to ARPA-E-CO@hq.doe.gov. All emails must include the FOA name and number in the subject line. Responses will be posted on a weekly basis for any questions that are received. ARPA-E may re-phrase questions or consolidate similar questions for administrative purposes.

Questions about the eXCHANGE system?

For technical questions regarding the ARPA-E eXCHANGE system, please review this guide or send an email to ExchangeHelp@hq.doe.gov.

Getting Started with ARPA-E eXCHANGE

REGISTRATION

In order to apply to current FOAs in the eXCHANGE system, you must register. Simply navigate to arpa-e-foa.energy.gov/Registration.aspx, click the Applicant button, and complete the short registration form.

Once you have registered, you can log in to your account, and begin applying to current FOAs.

USERNAME AND PASSWORD RECOVERY

Should you need assistance gaining access to your account, the eXCHANGE system offers both username and password recovery options on the [Login page](http://arpa-e-foa.energy.gov/login.aspx) (arpa-e-foa.energy.gov/login.aspx).

MY ACCOUNT

To view and update your personal information, change your password, and update security questions and answers, navigate to the [My Account](http://arpa-e-foa.energy.gov/MyAccount.aspx) (arpa-e-foa.energy.gov/MyAccount.aspx) page either from the left menu or the link at the top right corner of every page.

CURRENT FUNDING OPPORTUNITIES

Current FOAs are listed on the main [Funding Opportunity page](http://arpa-e-foa.energy.gov/Default.aspx) (arpa-e-foa.energy.gov/Default.aspx).

The screenshot shows the 'Funding Opportunity Exchange' website. The header includes the 'arpa-e' logo and the 'U.S. DEPARTMENT OF ENERGY' logo. A search bar is located in the top right. The left sidebar contains navigation links: Funding Opportunity, Funding Archive, Login, Register, Manuals, FAQs, Funding Agreements, SBIRSTTR, and Teaming Partners. The main content area is titled 'FUNDING OPPORTUNITY ANNOUNCEMENTS' and includes a 'Jump to a FOA' dropdown. Below this is a table listing various funding opportunities with columns for FOA Number, FOA Title, NOI Deadline, CF Deadline, and FA Deadline. The table lists several opportunities, including 'INNOVATIVE DEVELOPMENT IN ENERGY-RELATED APPLIED SCIENCE (IDEAS)', 'ACCELERATING LOW-COST PLASMA HEATING AND ASSEMBLY (ALPHA)', 'ADVANCED RESEARCH IN DRY-COOLING (ARSD)', 'SBIRSTTR for Small Electrical and Thermal Systems (SBIRSTTR)', 'Travel Response Architecture versus Neural Systems for Network Efficiency in Transportation (TRANSMET)', 'TRANSPORTATION ENERGY RESOURCES FROM RENEWABLE AGRICULTURE (TEREA)', 'MICRO-SCALE OPTIMIZED SOLAR-CELL ARRAYS WITH INTEGRATED CONCENTRATION (MOSAC)', 'MICRO-SCALE OPTIMIZED SOLAR-CELL ARRAYS WITH INTEGRATED CONCENTRATION (MOSAC) (SBIRSTTR)', 'OSBL 2015', 'NETWORK OPTIMIZED DISTRIBUTED ENERGY SYSTEMS (NODES)', and several 'Announcement of Teaming Partner List for upcoming Funding Opportunity Announcements' for various systems like Small Electrical and Thermal Systems, Travel Response Architecture, Network Efficiency in Transportation, Micro-scale Optimized Solar-cell Arrays, and Network Optimized Distributed Energy Systems.

From this page, you can find an overview of each FOA, links to FOA documents, Application templates, Submission Deadlines, and more.

DE-FOA-1000000: SAMPLE FOA FOR USER MANUAL

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent varius, turpis nec rutrum semper, velit lorem eleifend velit, et varius dui ipsum sit amet purus. Fusce dictum orci ut metus elementum tincidunt eu vitae lacus. Aliquam id dolor nec sapien ultricies accumsan. Ut congue sem nec dignissim ultricies. Quisque sed nisi pulvinar luctus fermentum semper in vitae diam. Curabitur quis venenatis quam, et scelerisque mauris. Etiam quis condimentum nisi. Morbi consequat, nisi eget suscipit eleifend, nulla ante auctor dui, sit amet porta nunc ligula ut metus. Pellentesque ut elit ac nisi scelerisque rhoncus. Duis placerat fringilla nisi. Curabitur vitae commodo eros. Maecenas odio lacus, molestie ut fringilla vel, cursus vel lectus. Vestibulum pellentesque libero nisi, et sollicitudin est portitor aliquet. Nam sed lorem in arcu hendrerit pretium. Vestibulum ultricies ac nunc ut aliquam. Donec sapien nisi, consequat id suscipit mollis, lobortis pharetra quam. Phasellus faucibus sem sit amet turpis facilisis cursus. Sed laoreet ante nulla, eleifend tristique diam rhoncus id. Nunc gravida nulla sed fermentum ullamcorper. In ultricies nisi vitae posuere mattis. In hac habitasse platea dictumst. Phasellus et bibendum dolor. Sed nulla turpis, facilisis a erat vitae, blandit dapibus tellus.

Apply

Edit

FOA DOCUMENTS

- [Sample_FOA_Document](#)

REQUIRED APPLICATION DOCUMENTS

Pursuant to the FOA, Applicants are required to submit the "Required Application Documents" with their Application. Incomplete applications will not be reviewed or considered.

[View Template Application Documents](#)

CONTACT INFORMATION

- ExchangeHelp@hq.doe.gov
For questions regarding ARPA-E's online application portal, ARPA-E eXCHANGE.
- ARPA-E-FOA@hq.doe.gov
For questions regarding Funding Opportunity Announcements: ARPA-E will post responses on a weekly basis to any questions that are received. ARPA-E may re-phrase questions or consolidate similar questions for administrative purposes.

SUBMISSION DEADLINES

- Notice of Intent Deadline: 8/27/2014 12:00 AM ET
- Concept Paper Submission Deadline: 9/26/2014 12:00 AM ET
- Full Application Submission Deadline: 10/10/2014 12:00 AM ET

FOA Submission Process

The exact process and information required for each FOA can vary, but the full process is outlined below. Please review each FOA carefully for guidance on the required process and information.

NOTICE OF INTENT (IF APPLICABLE)

A FOA may require you to submit a Notice of Intent in the eXCHANGE system before the submission deadline. The fields required can vary by FOA, but is generally basic information about the proposed submission and team. This information can be updated later at the Concept Paper and/or Full Application stage. A sample Notice of Intent form can be seen below.

NOTICE OF INTENT DETAILS FOR FOA #DE-FOA-1000000 SAMPLE FOA FOR USER MANUAL

General

Submission Status: New

Applicant: *

Project Title: * 250 Max Characters

Abstract: * 4000 Max Characters

Lead Organization: * 150 Max Characters

Organization Type: *

Lead Organization Percent Effort (1-100): * 0 %

Create Notice of Intent

Once you have created the Notice of Intent, you will be assigned a Control Number to be used as a reference for the duration of the application process. ***If you do not create the Notice of Intent before the applicable deadline, you will not receive a Control Number and will not be eligible to submit a Concept Paper or Full Application.*** Once the Notice of Intent is complete, you will be immediately directed to the next stage of the FOA process.

CONCEPT PAPER (IF APPLICABLE)

A FOA may require you to submit a Concept Paper to the eXCHANGE system before moving on to the Full Application stage. The information required for a Concept Paper varies by FOA and is detailed in the FOA description and associated documentation. A sample Concept Paper form can be seen below.

CONTROL NUMBER 0000-1501: CONCEPT PAPER DETAILS FOR FOA #DE-FOA-1000000 SAMPLE FOA FOR USER MANUAL

This application has not been submitted. The application must be submitted for evaluation by the Department of Energy.

General	Contact Information	Team Members	Funds and Costs	Upload and Submit
Your Notice of Intent has been completed. You are now in the Concept Paper stage of the submission process. If necessary, update any information on this tab if it has changed since the Notice of Intent and click the 'Save and Continue' button to complete the rest of your Concept Paper.				
Submission Status:	Not Submitted			
Control Number:	0000-1501			
Applicant: *	Applicant Test: Applicant@test.com			
Project Title: *	Sample Project for ARPA-E			250 Max Characters
Abstract: *	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent varius, turpis nec rutrum semper, velit lorem eleifend velit, et varius dui ipsum sit amet purus. Fusce dictum orci ut metus elementum tincidunt eu vitae.			4000 Max Characters
Lead Organization: *	Company XYZ			150 Max Characters
Organization Type: *	Business < 500 Employees			
Lead Organization Percent Effort (1-100): *	100 %			
Save and Continue				

Once you have finished entering all the required information, navigate to the Upload and Submit tab to certify and submit your Concept Paper. All required information must be completed, and the Submit button must be clicked before the deadline. If your Concept Paper was successfully submitted, a message will be displayed on the screen, and the eXCHANGE system will send an automated email confirming your submission. ***If you do not submit before the applicable deadline, you will not be eligible to submit a Full Application.***

FULL APPLICATION

All FOAs require the submission of a Full Application. The information required for a Full Application varies by FOA and is detailed in the FOA description and associated documentation.

Creating a Full Application

If this is the first stage in the FOA process, click the Apply button on the FOA description to create a Full Application. To create a Full Application from an associated Concept Paper, navigate to the My Submissions page, then click the View Details link for the associated Concept Paper. Then, click the Create Full Application button in the Concept Paper Response section.

CONCEPT PAPER DETAILS FOR FOA# DE-FOA-1000000

0000-1501: Sample Project for ARPA-E

Concept Paper Response

Create a Full Application for this FOA

Response: Encouraged

Overall Summary: Vestibulum pellentesque libero nisi, et sollicitudin est porttitor aliquet. Nam sed lorem in arcu hendrerit pretium. Vestibulum ultricies ac nunc ut aliquam. Donec sapien nisi, consequat id suscipit mollis, lobortis pharetra quam. Phasellus faucibus sem sit amet turpis facilisis cursus. Sed laoreet ante nulla, eleifend tristique diam rhoncus id. Nunc gravida nulla sed fermentum ullamcorper. In ultricies nisi vitae posuere mattis. In hac habitasse platea dictumst. Phasellus et bibendum dolor. Sed nulla turpis, facilisis a erat vitae, blandit dapibus tellus.

Submitting a Full Application

Information from the Concept Paper stage (if required) will be transferred over into the Full Application form, a sample of which can be seen below.

CONTROL NUMBER 0000-1501: FULL APPLICATION DETAILS FOR FOA #DE-FOA-1000000
SAMPLE FOA FOR USER MANUAL

This application has not been submitted. The application must be submitted for evaluation by the Department of Energy.

General | Contact Information | Team Members | Location(s) of Work | Funds and Costs | Upload and Submit

Submission Status: Not Submitted

Control Number: 0000-1501

Applicant: * Applicant Test: Applicant@test.com

Project Title: * Sample Project for ARPA-E 250 Max Characters

Abstract: * Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent varius, turpis nec rutrum semper, velit lorem eleifend velit, et varius dui ipsum sit amet purus. Fusce dictum orci ut metus elementum tincidunt eu vitae 4000 Max Characters

Lead Organization: * Company XYZ 150 Max Characters

Organization Type: * Business < 500 Employees

Lead Organization Percent Effort (1-100): * 100 %

Save and Continue

Once you have finished entering all the required information, navigate to the Upload and Submit tab to certify and submit your Full Application. All required information must be completed, and the Submit button must be clicked before the deadline. If your Full Application was successfully submitted, a message will be displayed on the screen, and the eXCHANGE system will send an automated email confirming your submission. ***If you do not submit before the applicable deadline, your Full Application will not be reviewed or considered.***

VIEWING AND REPLYING TO REVIEWER COMMENTS

Some FOAs allow applicants to view comments on Full Applications made by reviewers and may allow applicants to upload a document replying to those comments. These comments and the file upload are only available during a certain period of time specified in the FOA. To view these comments, and upload a reply if one is allowed, navigate to the My Submissions page, then click the View Details link for the Full Application. If comments are available, they will appear in the Review Comments section, as seen below.

Reviewer Comments

1.

Sample Review Criteria 1

Strengths: Eellentesque quis tempus tortor. Pellentesque malesuada ac odio et facilisis. Proin accumsan nulla quis felis elementum, convallis sollicitudin dolor tempor.

Weaknesses: Etiam sit amet tortor eleifend nibh dictum ultricies. In hac habitasse platea dictumst. Aliquam erat volutpat. Cras sed eros odio.

Sample Review Criteria 2

Strengths: Phasellus id hendrerit urna. Praesent enim nulla, pellentesque eget imperdiet vulputate, mollis a diam.

Weaknesses: Aliquam convallis odio sit amet dolor gravida volutpat. Nulla vehicula ut tortor ac cursus. Vivamus ante erat, sodales eget feugiat ut, luctus vitae nibh.

Below the review comments, if applicable, you will be able to upload a single Reply to Reviewer Comments file in PDF or Word document format, as seen below. Once a file is uploaded, you will receive a message both on screen and in an email from the eXCHANGE system confirming your file submission. This file can be removed and replaced up until the window for viewing and/or replying to reviewer comments has closed. After this point, you may view the file in the list of submission files in the Submission Details section of the page.

Reply to Reviewer Comments

The reply to reviewer comments window for this FOA is open until 8/27/2014 5:00 PM, meaning this document can be updated and resubmitted up until this time.

REVIEWING SUBMISSION DECISIONS

Once the review of your submission has been completed, decisions and associated comments will be posted in the eXCHANGE system. To view the decision and comments, navigate to the My Submissions page, then click the View Details link for the submission, and review the Concept Paper/Full Application Response section.

FULL APPLICATION DETAILS FOR FOA# DE-FOA-1000000

0000-1501: Sample Project for ARPA-E

Full Application Response

Response: Selected for Negotiation

Overall Summary: Vestibulum pellentesque libero nisi, et sollicitudin est porttitor aliquet. Nam sed lorem in arcu hendrerit pretium. Vestibulum ultricies ac nunc ut aliquam. Donec sapien nisl, consequat id suscipit mollis, lobortis pharetra quam. Phasellus faucibus sem sit amet turpis facilisis cursus. Sed laoreet ante nulla, eleifend tristique diam rhoncus id. Nunc gravida nulla sed fermentum ullamcorper. In ultricies nisi vitae posuere mattis. In hac habitasse platea dictumst. Phasellus et bibendum dolor. Sed nulla turpis, facilisis a erat vitae, blandit dapibus tellus.

SHARE ACCESS TO SUBMISSIONS WITH OTHER USERS

At any point in the submission process, you may share your submission with other eXCHANGE users using the Share Submission feature. Sharing a submission with another user will give that user access to edit, view submission decisions, and view reviewer comments for all stages of a FOA (Concept Paper and Full Application). To share your submission, navigate to the My Submissions page, then click the View Details link for the submission, and scroll down to the Share Submission section, as seen below.

Share Submission

To make updates to the list of shared users allowed to edit this submission, click the Share Submission button.

Existing users who can edit the submission:

Submission Owner: Applicant Test (Applicant@test.com)

This submission has not been shared

Share Submission

When sharing your submission, if you know the user already has an eXCHANGE account, you can enter their email, and the submission will be shared right away. If the user does not have an account, you can invite them to register for eXCHANGE. **Please note that the submission will not be automatically shared if you invite a user to join eXCHANGE, you must share the submission on this page once they have registered an account.** All users with access to the submission are listed on the Submission Details page.

ALLOW OTHERS TO EDIT THIS SUBMISSION

0000-1501: Sample Project for ARPA-E

Sharing a submission allows you to give access to other eXCHANGE users to view and edit this submission. Providing access to this submission also gives users access to other stages of the submission process (concept paper and full application). Users with shared access to the submission are able to view, make changes to, and submit the submission. All changes to the submission are logged to indicate the user making the update.

Upon entering an e-mail address the system will determine if the user has already registered in eXCHANGE. If they are not registered you may invite them via e-mail, and assign them once they have registered. If you have questions about this process please contact ExchangeHelp@hq.doe.gov.

Add New Submission Editor

Please provide the user email:

Submit

Existing users who can edit the submission

Salutation	FirstName	LastName	Organization	Title	
	applicant	test			Remove Share

To remove someone from the list of shared users, simply click the Remove Share link in the table, as seen above.